How do I find a blocked email message?

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Gaggle Administrators can find the reason email messages were blocked by reviewing the items in the students' archived folders.

1. Log in to your Gaggle account at https://apps.gaggle.net.
2. Select the Admin tab, located at the top of the interface.
3. Search for the user by name in the top toolbar and select the user from the search results.
4. After selecting the user, Basic Settings are displayed. In the top toolbar select the View Mail icon to see the user's mail folders.
5. Select the Archived folder in the left panel to locate messages that have been blocked.
6. After selecting a message, choose View Headers under the More drop-down in the top toolbar.

No labels